

EQUIPMENT / MACHINERY MAINTENANCE CHECKLIST

SHED

EQUIPMENT

Band/panel/bench/circular saws

MAKE/MODEL

Regular Maintenance Checklist / Major or Minor repairs	Yes/No	Maintenance performed by	Tag-out (If Required)	Date
Stability – Is the machine stable and unlikely to move during operation?				
Are wood pieces securely clamped before machining begins?				
Are the machine guards installed and functioning correctly?				
Does the blade retract when not in use?				
Are push sticks available and used to move the timber through the machine?				
Are the operating controls easily accessible to the operator?				
Do the operating controls prevent accidental start-up?				
Are the control functions clearly marked?				
Is there an emergency stop of the mushroom-headed type (or equivalent)?				
Is the emergency stop easily accessible and labelled?				
Where machine breaks down and needs tag out, have you contacted the supervisor so they can arrange maintenance by an appropriate person?				
Are the transmission drive and other moving parts totally enclosed or guarded?				
Are there systems in place for the machine to be isolated?				
Is there a clear work space around the machine?				
Is dust extraction fitted correctly, on during cutting, and regularly maintained?				
Is the floor area regularly cleaned, and all off-cuts and other debris removed?				
Does the floor surface around the machine provide a safe, firm foothold?				
Are all operators of this machine trained and experienced, or instructed and supervised by a competent person when undergoing training?				
Has the correct type of PPE been provided to members and being worn?				